DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M. 70

Page 1 of

Agency	
Hagerstown	

Division/Unit

Hagerstown		Admin/Public Information				
Item No	Description		Description Re		Retentio	on
1	Press Releases: various city press releases; brochures			Retain for destroy	one (1) y	ear, then
2	General files -contains but not limited to: book sales, annual staff reports, grants, civil war data, city awards breakfast, police department public information, drawings, fundraiser information, bid specifications			operationa permanent	aving no tive, fiscal value. It is any mocument and inments of the It is to the It is a value.	further al, legal or Retain aterial that the origin, f the er
3	City held festivals -contains but not limited to: Augustober fest, Blue fest; mailings, tent rentals, material bids, correspondence, check copies, handwritten notes, email inquiries, rental agreements, funding		ents,	operationa permanent	aving no tive, fiscal value. It is any man ocument and inments of the It is to the It is a value.	further al, legal or Retain aterial that the origin, f the er
4	Mailings: correspondence, fliers, registration forms, brochures			Retain unt supersedec	-	
Approved 1	by Department, Agency or Division Representative	Sche	dule Au	thorized	by State	Archivist
Date	11-12-99	Date		DEC 3	1999	_
Signature	Georgi ann R. Breichner	•	ature	Lwan	lc.	Paperfus
ype Nam	GeorgiAnn N. Breichner		-			
itle	City Clerk					

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M. 7D

Page 2 of 2

(CONTINUATION SHEET)		rage 2 of 2
Item No	Description	Retention
5	Check requests: copies of check requests, invoices	Retain for three (3) years and until all audit requirements have been met, then destroy.
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HSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	, DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Or	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
HAGERSTAND	AdMIN.	Pulgic INFORMATION	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE PRESS Rele	PASES	5. EARLIEST YEAR I LATETEST YEAR 1995 TO CUMPONT	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUMÊ` .	
□ Letter Size □ Microfilm	 Alphabetical 	AD File Drawer(s) O Microfilm Reel (s)	
O Legal Size	S-Humerical	Computer Tace (s:	
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number W.F.	
□ Aucto Tape □ Yideo Tape	□ Geographical	10. ANNUAL ACCUMULATION	
Softer (Specify) BUDGET	a Clher (Specify)	□ File Orawer (\$) □ Microfilm Reel (\$) □ Computer Tape(\$) □ Other (Specify)	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Deekly Denthly			
13. CURRENT LOCATION(S) (Bldg. Floor, Room) CITYHAN-ZWIT WOON	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) □ Yes □ No		
15. ACCESS RESTRICTIONS (If yes. cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS		
© Mes □ No	□ None □ State □ Federal □ Independent		
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and whomese any hardware/software)	18. RECOMMENDED RETENTION RETAIN FOR I YEST,		
:: 'es	then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT		
HAGERSTOWN	Admin.	Public Wormen I Dio		
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE FENERAL P	Tiles	5. EARLIEST YEAR / LATETEST YEAR 1993 TO CUTTENT		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series) CONSISTE OF, BUT NOT LIMITED TO BOOK SHIPS: HINNING STAFF REPORTS - TOTANTS - CIVIL WAT JATA - CITY AWARDS BREAK FAST- POINCE DEPT Public INFORMATION; BIJ SPONFICKATION: FUND BOOK SHIPS FUND BOOK SHIPS INFORMATION, BIJ SPONFICKATION:				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
A Cetter Size O Microfilm	Alphabelical	□ File Orawer(s) □ Microfilm Reel (s)		
□ Legal Size □ Computer Tabe	G Numerical	Computer Tace (s: Cither (Specify)		
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number CU: FJ		
De Citier (Specify) De Cit	☐ Cther (Specify)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reel (s) Computer Tape(s) Other (Specify)		
e e e e e e e e e e e e e e e e e e e		Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
□ Daily □ Weekly □ Monthly				
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)		
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
ປ Yes □ No	□ None □ State □ F	egeral D Independent		
17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and denotice any hardware/software) 13. 'es 15. No	18. RECOMMENDED RETENTION USE FENERAL 1	The Retextion		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY HAGEYSTONE	2. DIVISION ANNE	Pulstic Intermation
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CIty Held	Fest	5. EARLIEST YEAR / LATETEST YEAR 1906 TO CUTTEST
HAND Written	NOT LIMITED TO	material hack capies-
7. RECORD SERIES FORMAT(S) Letter Size	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological	9. VOLUME File Drawer(s)
□ Audio Tape □ Video Tape □ Cither (Specify)	Geographical Clher (Specify)	10. ANNUAL ACCUMULATION □ File Drawer (s) □ Microfilm Reel (s) □ Computer Tape(s) □ Other (Specify)
		Number
11. FILE IS USED □ Daily □ Weekly □ Monthly	12. FILE BECOMES INACTIVE AFTER Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) CHYHINI-BRXLF/DDV	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s) C: Yes	16. AUDIT REQUIREMENTS □ None □ State □ F	Federai D Independent
17. IS All INDEX SYSTEM USED? (If yes, exciain criefly and dentitibe any hardware/software) 12. 'es	18. RECOMMENDED RETENTION USE GENERAL F	The Retention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT		
HAGERSTOWN	Admin	Redicheter mentroc		
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE MAILINGS		5. EARLIEST YEAR / LATETEST YEAR 1995 TO CUTTINGS		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of in CONTES PONDENCE BROCKE	information/documents/forms found in the Series Include	the purpose or function of the Series?		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME © File Orawer(s)		
Geter Size Microfilm	Alphabetical	□ Microfilm Reel (s) □ Computer Face (s:		
O Legal Size O Computer Table	C Numerical	Other (Specify)		
Bound Book	© Chronolog:cal	Number Clare		
a Audio Tape Uvideo Tape	Geographical Clher (Specify)	10. ANNUAL ACCUMULATION File Drawer (5) Microfilm Ree! (5) Computer Tabe(5) Other (Specify)		
	DATE	Number (specify)		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
□ Daily □ Weekly □ Monthly	☐ Month(s) ☐ Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Pes No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS			
t: Yes O No	□ None □ State □ Federal □ Independent			
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and denotibe any hardware/software) 12. 'es □ No	18. RECOMMENDED RETENTION RETAIN	V until updated then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLANO 20794	Page Of	
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT	
HAGERSTOWN	HAMIN	Rublic Wtomm Tion	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE Check Reg	quests	5. EARLIEST YEAR / LATETEST YEAR 1995 TO CUNTEDT	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of COPIES OF Chec)		the purpose or function of the Series?	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
D Cetter Size Microfilm	Alphabetical	File Drawer(s) Microfilm Reel (s)	
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Deffer (Specify) BINIEVS	□ Geographical □ Cither (Specify)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reef (s) Computer Tape(s) Other (Specify)	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
□ Daily □ Weekly □ Monthly			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) CITY HAND-ZNIL FINDS	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
C Yes O No	□ None □ State □ F	egeral 🗆 Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and continue any hardware/software)	18. RECOMMENDED RETENTION RETAIN FOR 3 YEARS AND LAWST REGIN EMERTS		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

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